



DATE	August 2023
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Senior Plans Examiner
 DEPARTMENT/DIVISION: Building Inspection
 REPORTS TO: Plan Review Manager

SUMMARY: Responsible for serving as a lead and performing professional work in the review of plans and specifications for residential, commercial, and industrial projects and public improvements for compliance with health and life safety requirements. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Serves as a lead to lower level Plans Examiners, which includes: organizing and prioritizing staff duties; delegating assignments to staff; assisting with training; monitoring the quality and efficiency of operational activities; facilitating communication between stakeholders and staff; and/or, performing other related activities.
- Researches and reviews complete commercial, residential, and industrial building plans for proposed projects to ensure compliance with applicable codes, ordinances, and zoning requirements.
- Serves as the primary point of contact for applicable stakeholders, which includes: organizing and coordinating site the development process; monitoring project status throughout all phases of the development process; scheduling and/or participating in pre-application, pre-permit, pre-construction, and development review committee meetings; and/or, performing other related activities.
- Evaluates, resolves, and responds to citizen and stakeholder inquiries, complaints, or concerns. Seeks solutions to design and construction code discrepancies.
- Amends, interprets, and implements City ordinances and policies to improve and provide a reasonable degree of safety in response to changing market demands in development.
- Creates, updates, and maintains numerous reference materials, manuals, and brochures, including departmental forms, checklists, plats, Board packets, reports, and/or other applicable files. Provides Board support and assistance to the Property Standards Board, Board of Adjustment, the Planning and Zoning Commission, and/or other applicable groups.
- Provides peer training on a variety of topics, which may include: project management practices, building and development codes, plan review, and/or other related topics.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Lead responsibility over Plans Examiners.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of construction principles and practices;
- Skilled in prioritizing and assigning work to lower level staff;
- Skilled in providing customer service;
- Skilled in reading and interpreting blueprints, schematics, and/or other related construction documents;
- Skilled in reading and comprehending highly technical or specialized materials;
- Skilled in interpreting, applying, and explaining applicable laws, codes, ordinances, specifications, standards, rules, regulations, policies, and procedures;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Four years of related architecture, engineering, construction or building inspection experience.

PREFERENCES:

- Bachelor's degree in Architecture.

WORKING CONDITIONS:

- Frequent sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.